



Application and Guide
for
Round #15
of the
Solid Waste Management
Competitive Plan Implementation
Grant Program
State fiscal year 2007

Postmark Deadline is
October 13, 2006



Kansas Department of Health and Environment
Bureau of Waste Management
Waste Reduction, Compliance and Enforcement Section
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366
(800) 282-9790 FAX (785) 296-8909

Bureau of Waste Management

Date of Application: _____

Name of Applicant Organization

Facility Address	City	State	Zip	County
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Contact Person (responsible for day to day project management)	Title
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()
Telephone Number

()
Fax Number

E-mail Address	Web Page

Check all the appropriate boxes that correspond to all eligible activities this application addresses.

This proposal is for:

- ☐ Construction of solid waste facilities for eligible activities
- ☐ Public education and training
- ☐ Solid waste reduction, reuse and recycling projects other than education and building expenses

What type of waste will this project impact? (Circle all that apply)

Municipal Solid Waste – Construction & Demolition – Industrial – Compost - Other

The grant applicant is: ☐ for profit ☐ quasi-governmental (RC&D, economic development or regional planning group) ☐ non-profit ☐ governmental

The project involves: ☐ a municipality ☐ several municipalities ☐ a county
☐ a region ☐ several counties ☐ statewide significance
 other _____

If other groups are involved in this kind of activity in your area, are they:

☐ public sector ☐ private sector ☐ both ☐ N/A

If private sector, are they: ☐ non-profit ☐ for profit

Please describe:

1. Please **give a brief description of the proposed project** (What will this grant money purchase? Please be specific.):

2. Please describe how this project will impact waste diversion in Kansas.

Bureau of Waste Management
ROUND #15 COMPETITIVE PLAN IMPLEMENTATION GRANT PROGRAM

3. Diversion Reporting - Annual Diversion Reporting Will be Required of Grantees

	Current annual amount (in tons)	2007 estimate without grant
a. Newspaper	_____	_____
b. Cardboard	_____	_____
c. Plastics	_____	_____
d. Glass	_____	_____
e. Aluminum	_____	_____
f. Paper (other)	_____	_____
g. Composting	_____	_____
h. _____	_____	_____

What is the current annual amount of diversion **for this project** (in tons)?

What is the estimated annual amount of additional diversion for this project (in tons)?

4. Total Budget by Cost Categories (A detailed budget that lists the type of equipment/items to be purchased and/or used as in-kind match must also be provided in the narrative grant proposal*).

*Failure to include a budget breakdown with the grant proposal will result in disqualification.

BUDGET CATEGORY DEFINITIONS AND EXPLANATIONS:

SALARIES should be in match category ONLY.

TRAVEL includes costs incurred conducting public education, seminars, training, etc.

SUPPLIES include public education materials/supplies and items and equipment with a cost of less than \$500.

CAPITAL EQUIPMENT is for purchase of equipment with a useful life of at least one year and a cost of \$500 or greater.

PROFESSIONAL SERVICES include consultants and contractors fees.

OTHER includes expenditures for items that don't fall into the above categories.

Please provide grant amount requested and related match for each of the following categories:

	Local Match Amount	State Funds (Grant)	Total Cost this Project
SALARIES	\$ _____	\$ <u>N/A</u>	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROF. SERVICES	\$ _____	\$ _____	\$ _____
OTHER	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

PERCENTAGE OF TOTAL % plus % equals 100 %

(Local match must be at least 25% of total project cost)

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ROUND #15 COMPETITIVE PLAN IMPLEMENTATION GRANT PROGRAM

- 5. DETAILED NARRATIVE PROPOSAL (Required*)** - Please attach a detailed narrative of the grant proposal describing the project(s) to be funded. **(Refer to Page 12, Section K - "Narrative Grant Proposal" section of the Round #15 Competitive Plan Implementation Grant Application/Guide for assistance to complete the grant proposal.)**

**Failure to address all items listed under the "Narrative Grant Proposal" will result in disqualification.*

6. COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM
The project(s) to be funded must be approved by the County Solid Waste Management Planning Committee. (Refer to the following section of the Round #15 Competitive Plan Implementation Grant Program Application and Guide for the form and instructions. See the deadline exception for this form.)

7. INSURANCE

If you are awarded a grant, you will be required to demonstrate proof of comprehensive insurance of a sufficient amount. Are you prepared to meet this requirement? Yes ☐ No ☐

Insurance Requirements	
What is your current insurance coverage? <input type="checkbox"/> Comprehensive <input type="checkbox"/> Liability <input type="checkbox"/> None <input type="checkbox"/> Other _____	
Insurance Company Name: _____	
Policy Number: _____	Amount: _____

8. CERTIFICATION:

The undersigned is an official authorized to represent the applicant.

The person signing this document must have the authority to contractually bind the applicant or be the designated fiscal agent. For local governments, this is generally the mayor or the chairman of the county commission.

I certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records documenting the planning process and implementation will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

Print Name of Authorized Representative	Title
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Signature of Authorized Representative	Date
--	------

FEIN (IRS) Tax Number _____

☐ Check here if you have a designated fiscal agent who is different from the authorized representative.

☐ Name: _____

☐ FEIN (IRS) Number (if different from above): _____

☐ Address to mail the payments to: _____

K A N S A S



RODERICK L. BREMBY, SECRETARY

KATHLEEN SEBELIUS, GOVERNOR

DEPARTMENT OF HEALTH AND ENVIRONMENT

COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM

A Competitive Plan Implementation Grant Application cannot conflict with (or it must be generally identified within) a KDHE approved county or regional solid waste management plan (as mandated by K.S.A. 65-3405) or have broad statewide significance. Grant funds to any entity within the jurisdiction of such county or regional authority shall be withheld if a county or regional authority fails to comply with K.S.A. 65-3405

To ensure that this requirement is being met, and to ensure county solid waste management planning committee participation in the grant application process, the applicant must have the following form completed by the chairman of the county's Solid Waste Management Planning Committee, or under certain circumstances, the county commission.

If the county commission completes the form, please provide an explanation why the chairman of the Solid Waste Management Planning Committee was not available. The chairman of the planning committee or the county commission may either return this form to the applicant or send it directly to:

Kansas Department of Health and Environment
Bureau of Waste Management
ATTN: Competitive Plan Implementation Grant Program
1000 SW Jackson, Suite 320
Topeka, Kansas 66612-1366

****NOTE**** *the application will be considered incomplete and ineligible for funding unless this completed form is received on or before the final review of applications.* Any questions can be directed to the Waste Reduction, Compliance and Enforcement Section at 785-296-1600.

This form may be submitted separately after the October 13, 2006 postmark deadline to accommodate Solid Waste Management Planning Committee and/or County Commission meetings. Please contact the Bureau of Waste Management to inform the Program Manager of a proposed submission date. The original Grant Application MUST BE postmarked by October 13, 2006 to be eligible for Grant Round #15.

Don't forget to complete
the attached support
form!



Bureau of Waste Management
ROUND #15 COMPETITIVE PLAN IMPLEMENTATION GRANT PROGRAM
State fiscal year 2007 Application Form

COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM (print or type)

_____, Chairman of _____
(name) (Planning Committee or County Commission)

for _____ County makes the following determination regarding the application
(county of proposed project)

for _____
(please give a brief description of the proposed project)

Submitted by _____
(name of applicant)

Is the county or regional solid waste management plan up-to-date? ☐ Yes ☐ No

Date of last review/update _____

Not sure? Call KDHE Marty Burke, 785 296-6724.

Check the boxes that apply: (attach additional pages if necessary)

- ☐ The application **does not** conflict with the county or regional solid waste management plan, and on behalf of the planning committee (or county commission), I **do** support this project.
- ☐ The application **does not** conflict with the county or regional solid waste management plan, however on behalf of the planning committee (or county commission), I **do not** support this project. Please provide a brief explanation of why this project is not supported.
- ☐ The application **does** conflict with the county or regional solid waste management plan. Briefly explain how this project conflicts with the solid waste management plan.
- ☐ I **do not** support this project. Please provide a brief explanation of why this project is not supported.

If the County Commission completed this form, please give an explanation as to why the Planning Committee was not available: _____

(Signature of Chairman)

(Date)

Please return this form to: Kansas Department of Health and Environment
Bureau of Waste Management / Waste Reduction, Compliance and Enforcement
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366

FOR ROUND #15 CPI USE ONLY

APPLICATION GUIDE

For the Competitive Plan Implementation Grant Program

- A. BACKGROUND
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- I. FUNDING AND MATCH REQUIREMENTS
- J. GRANT COMMITTEE EVALUATION PROCEDURE
- K. NARRATIVE GRANT PROPOSAL
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A. BACKGROUND

The *Competitive Plan Implementation Grant Program* was established in 1995. The Governor has established an eight member Solid Waste Grants Advisory Committee that prioritizes projects and makes recommendations on competitive grant selection and disbursements. The Advisory Committee meets annually to review each round of applications.

The goal of the program is to leverage limited funds into efficient and cost effective projects that will help Kansans develop an integrated solid waste management system that incorporates recycling, source reduction, waste minimization and public education

The following amounts were awarded in the first fourteen rounds:

Round 1 \$ 908,590.00	Round 8 \$1,017,068.64
Round 2 \$ 920,872.50	Round 9 \$1,336,830.00
Round 3 \$ 721,020.00	Round 10 \$1,268,917.30
Round 4 \$1,269,750.50	Round 11 \$1,550,247.25
Round 5 \$ 749,980.00	Round 12 \$1,010,169.00
Round 6 \$1,000,122.00	Round 13 \$ 999,652.80
Round 7 \$1,106,613.00	Round 14 \$1,037,273.80

B. WHO CAN APPLY?

Kansas' counties, municipalities, solid waste management regions and private entities may apply for these grants. This GRANT ROUND IS FOR IMPLEMENTATION OF SOLID WASTE REDUCTION, REUSE, COMPOST, AND RECYCLING PROJECTS, EDUCATION, and NEW TECHNOLOGIES.

The project/application must be reviewed and the County Solid Waste Management Planning Committee must complete a form.

KDHE will require comprehensive insurance at all facilities receiving grants with documentation provided to KDHE.

If an applicant received grant money in a prior round of competitive grants, a status report of the prior grant must be submitted with the application.

The postmark deadline for Round #15 is October 13, 2006

What kinds of projects are eligible for funding?

Recycling projects in prior rounds have included funds for purchasing recycling equipment and building enhancements.

Composting projects have included backyard bin distribution and purchasing compost turners and brush chippers.

C. APPLICATION REQUIREMENTS

1. The chairman of the county's Solid Waste Management Planning Committee or, under certain circumstances, the county commission, must review the project. The form that must be completed by the planning committee is included with this application. See the exception to the October 13 deadline for this form only.
2. If the applicant owns or operates a solid waste disposal facility, all solid waste tonnage permit fees must be current and paid. Requests for funds to expand existing facilities must include proof of current permits or variances and be in compliance with all KDHE requirements.
3. Request for funds for new facilities that require permits must commit to complete the permitting process. For additional information on permitting procedures contact the Permit Section of the Bureau of Waste Management at (785) 296-1600.
4. KDHE requires comprehensive insurance at all facilities receiving grants with documentation provided to KDHE either with the grant contracts or before the closing of the fiscal reimbursement period. A certificate of insurance is required to demonstrate coverage for all facilities utilized as part of the grantee's business and for any new structures, facilities, or equipment purchased with the assistance of the grant.
5. A security agreement with the Secretary of State's Office is required. The fee associated with this filing may be reimbursed with grant funds by submitting the expense on an affidavit of expenditures form. KDHE will require non-governmental grantees to complete and sign this agreement for all individual items costing over \$500 that were purchased with grant funds.
6. If the applicant has received money in a prior round of competitive grants, and the grant is not closed, a status report of that project must be submitted with the application.
7. Grantees must use a KDHE "Don't Spoil it" logo and indication of the funding source of the program at the project site and in its promotional materials and be willing to participate in the KDHE/BWM public education campaign.

D. APPLICATION DEADLINES

The Round #15 grant application deadline is October 13, 2006. Applications must be received or post marked by this date to be eligible for Round #15, **with award announcements expected in February 2007.** Availability for further grant rounds will be determined after the 2007 Legislative session.

E. ELIGIBLE PROJECTS include:

- Waste **reduction, reuse and recycling** projects.
- Costs related to construction and equipment necessary for **operation of a recycling center** or materials recovery facility. This may include additions to transfer stations for recycling where a recycling center is included as a permanent component of the facility.
- Composting **facilities and equipment** for backyard composting; food waste and yard waste composting; tree and brush mulching and composting; city wide or site specific composting;
- **Innovative Technologies** and market stimulation opportunities that utilize Kansas's recyclable materials to produce a new product. Waste to energy, waste minimization packaging projects, and projects to refurbish or resell marketable items would also be acceptable.
- **Activities and educational programs** such as environmental fairs and festivals, special training sessions, seminars, teacher education training workshops, and educational presentations are also eligible.

The “Recycling in Kansas” statewide newsletter is an example of a public education grant awarded in the prior rounds.

*Capital equipment purchases made within twelve months prior to the start date of the grant contract may be eligible to be included as **match** if it is directly related to the grant project*

Projects involving used oil and waste tires are not eligible for funding under this grant program

General operation and maintenance costs are not eligible for grant reimbursement, but may be used as match.

- Additional **enhancements of previously funded projects** are eligible, and documentation must show need due to increase in diversion tonnage or expansion into new areas. Fully document the tonnage increases due to these enhancements.
- **Educational Outreach/Public Awareness** projects including any training, educational outreach or public relations programs disseminating information on the various integrated solid waste management solutions such as recycling, source reduction, purchasing recycled content materials or waste minimization solutions.
- Programs consistent with the KDHE statewide “Get Caught Recycling” educational campaign.

F. ELIGIBLE COSTS (not all inclusive)

- **Capital Equipment and Supplies.** Capital expenditures are individual items exceeding \$500. Capital equipment purchases made up to twelve months prior to the start date of the fiscal reimbursement period may be eligible to be included as match only, if the capital equipment is directly related to the grant project. To be eligible as match in Round #15, capital equipment must have been purchased after February 1, 2006. The purchase date and price must be verified.
- A written request to, and subsequent approval from, the appropriate KDHE program manager is needed prior to purchasing any capital equipment that is not included in your approved grant application.
- **Professional Services.** Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, and environmental evaluations, when performed in conjunction with the operation of a program, process, or waste management system.
- **Some Travel Expenses.** Some in-state travel and out-of-state travel may be eligible. Out-of-state travel must receive prior approval by the department. (Meal costs are not allowed)

G. INELIGIBLE PROJECTS (not all inclusive)

- Design, construction or operation of landfills and other solid waste disposal areas. (exceptions may be considered for recycling, source reduction and waste minimization activities designated at such disposal areas or facilities.)
- Closure and post-closure of solid waste disposal areas.
- Projects involving used oil.
- Projects involving waste tires.
- Projects involving hazardous wastes.

H. INELIGIBLE COSTS (not all inclusive)

- The costs of preparing the grant and permit applications are not eligible.
- Permit fees are not eligible.
 - **The fiscal reimbursement period for Round #15 grant contracts runs from February 1, 2007 - March 31, 2008. Costs incurred prior to February 1, 2007 or after the fiscal reimbursement period are not eligible for grant reimbursement. (See exception stated above in eligible costs)**
 - Salaries of employees working on the grant project are not eligible for reimbursement, but they can be used as matching funds. Volunteer hours may be used for “in-kind” expenses at the rate of \$10.00 an hour.
 - **General operation and maintenance costs** of an existing or proposed facility are not eligible; however, some of these expenses can be used as **match** if incurred during the fiscal reimbursement period.
 - Routine or existing contractual disposal costs for solid wastes are ineligible.

This grant program will pay up to 75% of the total cost of completing the proposed project

Matches that consist of cash, capital equipment, or startup costs will be looked upon more favorably during the evaluation process than those consisting of salaries and ongoing operational expenditures

It is important to keep KDHE informed as to the status of the grant project

I. FUNDING AND MATCH REQUIREMENTS

1. A plan outlining the long-term financial feasibility and viability of the project, as well as the method of current and future financing, must be included in the application narrative.
2. The grant program will pay up to 75% of the total cost of completing the proposed project; the local match requirement is a minimum of 25% of the total project cost. It is acceptable (and often preferred) for the applicant to make a financial and/or in-kind commitment of greater than 25%.
3. The grantee will receive an advance payment of 25% of the grant funds after grant contracts are signed and approved. **This advance is the only grant funding that the grantee will receive without receipts or proof of expenditures. All reimbursements after this advance must be submitted with a completed affidavit of expenditures and supporting documentation.**
4. Matches that consist of cash, capital equipment, or startup costs will be looked upon more favorably during the evaluation process than those consisting of salaries and ongoing operational expenditures.
5. Other state or federal grant funds cannot be used as any part of the local match.
6. Capital equipment purchases directly related to the grant project and made within **twelve months prior** to the start date of the grant contract may be eligible to be included as match only. Copies of the invoices for the equipment that show the cost and date of purchase must be submitted with the application. To be eligible as match in SFY 2007, capital equipment must have been purchased AFTER February 1, 2006. The purchase date and price must be verifiable.
7. An affidavit of expenditures form, backup documentation, and quarterly reports are submitted for the disbursement of the remaining grant contract balance.
8. Upon project completion of the project, a final affidavit of expenditures, photos, a final report, and any other required documentation are submitted to KDHE for approval and grant fund disbursement. **10% of the grant amount will be held by KDHE until all required final documentation is received and approved.**

Each grant applicant is responsible to determine if the receipt of a grant award could result in any tax liability.

The Bureau of Waste Management (BWM) uses a certain calculation to determine the matching funds of a proposed project. For example, if the applicant requests a grant amount of \$33,000.00 for a project, the following calculation is used to determine the cost of the total project ($\$33,000.00 \div .75 = \$44,000.00$ total project cost). Up to 75% of the total project cost can be requested for grant reimbursement (\$33,000.00). The remaining 25% must be met in local match funding ($\$44,000.00 - \$33,000.00 = \$11,000.00$ match requirement).

J. 2007 GRANT COMMITTEE EVALUATION CRITERIA

The following are criteria that the Governor's Solid Waste Grants Advisory Committee will use to evaluate the grant applications. The applicant is advised to address the following criteria in their application.

1. Completeness

- Budget breakdowns and all items requested in the guide documents including all items requested in the "Narrative Grant Proposal" must be submitted with the application **or it will be disqualified.**
- **Applicants must have the county Solid Waste Management Planning Committee sign the form indicating level of support for the project.** (See the exception to the filing deadline on this form)

2. Permitting and Regulatory Considerations

- Projects will be assessed for compliance with all applicable KDHE permitting and regulatory requirements (such as composting, materials recovery, and recycling at transfer stations).
- Request for funds for new compost or waste facilities that require permits must commit to complete the permitting process for grant payments.

3. Special Emphasis for Round #15

- KDHE is committed to providing financial assistance to waste reduction projects that serve the people of Kansas. **The priority of this CPI Round #15 grant is to fund projects that provide infrastructure for recycling in new areas.**
- Projects that have significant local support, strong inter-governmental cooperation, private sector involvement, and regional or statewide impact will have an advantage over projects that do not.
- **Preference will be given to projects that increase public participation.**
- The committee would like to fund projects that reach new or underserved areas or sectors. Fully explain why your proposal will increase diversion tonnage or provide new opportunities

4. Feasibility

- The probability of successful implementation will be evaluated based upon factors such as economic feasibility, community support, technical support, long-term economic viability, and access to markets.
- The technical feasibility will be evaluated on utilization of proven technologies, market research performed, competition with alternative projects, if applicable, and the demonstration of technical, managerial, sales and marketing experience.

5. Measurable Results

- The types and quantities of Municipal Solid waste or Construction and Demolition waste reduced as a result of this project must be measurable. Give current diversion estimates in annual tons per material and estimate increases due to this proposal.
- Explain how the proposed project enhances or complements existing programs and how this can be measured.

Failure to address all items may reduce the chance of receiving funding or result in disqualification.

Projects will be assessed for compliance with all applicable KDHE permitting and regulatory standards.

These CPI Round #15 grants will emphasize projects that reach new or underserved areas or sectors.

The probability of successful implementation will be evaluated.

Clearly identify measurable diversion in annual tons or other measurable benefits

Project costs will be balanced with anticipated benefits and comparisons will be made with competing projects to determine the best overall use of limited funds.

The environmental benefits of the proposed project will be evaluated.

The narrative grant proposal is required

6. **Cost/Benefit**

- Project costs will be evaluated against benefits and compared to competing projects to determine the best overall use of limited funds. Fully explain why your proposal will increase diversion tonnage or provide new opportunities.
- Projects may cover a wide range of costs and level of complexity. There is currently no cap for the dollar amount of any single grant application. Past awards have ranged from \$800 to \$300,000.

7. **Educational Outreach and Other Environmental Benefits**

- An education and outreach component will enhance the project, and shall be included.
- Demonstration of an increase in public participation in “waste reduction” programs will be a plus.
- Other environmental benefits such as reducing open dumping, or source reduction, can improve your project’s chances.
- Continuous benefits are preferred over one-time benefits.

For additional information on permitting procedures contact the Permit Section of the Bureau of Waste Management at (785) 296-1600 or <http://www.kdheks.gov/waste>

K. NARRATIVE GRANT PROPOSAL

Include a narrative proposal with the grant application form that explains the proposed grant project activities, budgets and time lines. This proposal may take a few pages or be a full sized feasibility document, depending upon the proposed project. A suggested format is given below to help the applicant prepare a narrative grant proposal that can be evaluated quickly and easily. ***Failure to address all items will result in disqualification.***

1. **Background**

- a. Describe any current existing programs, related facilities, and/or particular needs/purposes for applying for grant funds.
- b. Describe proposed project service area, including a list of all communities served by this proposed project and their population.
- c. Discuss local and community support for proposed project. Letters of interest, support, and/or commitment from the communities will strengthen an application.
- d. Address the project’s relevancy to existing County/Regional Solid Waste Management Plan.

2. **Proposed Project Details**

- a. Provide a summary of the proposed project.
- b. Provide a list of goals to be accomplished.
- c. Provide an implementation plan and timetable (*include permit process where appropriate*).
- d. **Describe the types and volume of municipal solid wastes or construction and demolition waste being reduced by this project.** (Estimates are acceptable.) If you need assistance determining volumes, you may utilize a volume-to-weight conversion worksheet available from the Bureau of Waste Management. Include current diversion numbers and increases expected with this project.

3. **Responsible Persons**

- a. List persons responsible for management, operations, administration, and labor resources. Include appropriate background information on personnel.
- b. Estimate staff necessary and number of hours to complete each component of the proposed project.
- c. Define how the project activities will be coordinated between the responsible parties and other official agencies and organizations with overlapping jurisdiction (example - counties, cities, state agencies, etc.)

4. **Project Budget**

- a. Breakdown the budget by category, and provide a **priority list** of all items requested in order of most important to least important. (This list is essential should it be necessary to scale back grant awards due to limited funds.)
- b. **Budget Categories are: SALARIES (match only), TRAVEL, SUPPLIES, CAPITAL EQUIPMENT** (cost of \$500 or more and a useful life of one year or more), **PROFESSIONAL SERVICES** and **OTHER**. Provide detailed cost estimates for each component of the proposed project, including expected staff hours and costs, lists of supplies and equipment needed with itemized costs, etc.
- c. Provide pictures, specifications, and a price quote for all capital equipment that will be purchased partially or in full with grant funds.
- d. Include a list of additional funding sources and resources for the proposed project.
- e. Describe the method(s)/source(s) of meeting grant match requirements. Provide documentation of purchase price and date of capital equipment intended for use as match.
- f. Discuss proposed method of financing for continued project operations.
- g. If the grant applicant has received previous CPI or Waste tire, or other grant awards related to this project, include past project budgets and the amount of waste reduction realized by this project to date.
- h. Include separate budgets for each eligible activity or project.

All financial documents submitted must follow the Generally Accepted Accounting Principals.

5. **Program Self Evaluation Procedures**

- a. Discuss applicant's procedure(s) for determining project success.
- b. Provide a baseline of any measuring criteria.
- c. Check the Grant Committee Evaluation Criteria for help in prioritizing your grant request.

M. Application Checklist:

Feasibility

- Yes ☐ No ☐ Does the application..
provide complete budget information?
- Yes ☐ No ☐ provide the financial background of the applicant?
- Yes ☐ No ☐ include a business plan?
- Yes ☐ No ☐ contain a long-term plan outlining the financial feasibility and viability of the project?
- Yes ☐ No ☐ provide information about all the participants?
- Yes ☐ No ☐ identify the project management team?
- Yes ☐ No ☐ contain a status report of previous CPI grant projects?
- Yes ☐ No ☐ If the applicant has previous experience involving the proposed project, have you described the nature and extent of that experience in the grant proposal?

Community Support:

- Yes ☐ No ☐ Does the application include a completed county solid waste management planning committee support form that verifies that this project is generally identified within a KDHE approved county or regional solid waste management plan? (N/A with projects that have statewide significance.)
- Yes ☐ No ☐ If other people or organizations are participating in this type of activity in your area, have you described their activities in relation to your existing program and this grant proposal?
- Yes ☐ No ☐ If the project has local support, government, private sector, or volunteer groups/civic support, have you described the extent and nature of the support? (Attach letters and/or resolutions.)

Permitting and Regulatory:

- Yes ☐ No ☐ Does the project involve applying for or modifying a permit?
If yes, describe the status and expected time frame in the grant proposal.
- Yes ☐ No ☐ If the applicant owns/operates a solid waste disposal facility, are solid waste tonnage fees current?

Project details:

- Yes ☐ No ☐ Does the application provide information about the type of equipment to be purchased and how the particular expenditures will be used?
- Yes ☐ No ☐ Does your application include which communities and populations will be affected by this project?
- Yes ☐ No ☐ If project involves local land use or zoning issues have these issues been resolved?
If not, describe the status and expected time frame in the grant proposal.

Measurable Results:

- Yes ☐ No ☐ Does the project reduce waste quantities taken to landfill?
(If yes, describe the types and quantities of wastes that will be reduced in the grant proposal.)
- Yes ☐ No ☐ Does the project yield other measurable environmental benefits? (Discuss in grant proposal.)
- Yes ☐ No ☐ If the project has an impact on Kansas' air quality, energy use, or material/natural resource use, have you described the extent, nature and time frame of each impact in the grant proposal?

Cost-Benefit Considerations:

- Yes ☐ No ☐ If the project involves funding from several sources, have you described the sources and nature of the funding in the grant proposal?
- Yes ☐ No ☐ Does this project yield economic benefits? (i.e., development of new jobs, production of new products, which can serve the citizens of Kansas, etc.) Describe in detail in the grant proposal.
- Yes ☐ No ☐ Have you described the time frame of the benefits of the project?
(Are the benefits one time, undefined, or continuous?)
- Yes ☐ No ☐ Does the narrative describe how this project will enhance or complement existing programs?